

Auburn Hills
Summer Day Camp 2025
Parent Handbook



“Camp is a place where friends are made, memories are created, and dreams take flight”



Dear Parent/Guardian,

Welcome and thank you for enrolling your child in the Auburn Hills Summer Day Camp Program! We are very excited to embark on a memorable summer with your camper! Our goal is to provide a safe, fun-filled experience for all campers. This packet will help you and your child prepare for an engaging, and exciting summer experience.

Please read this packet in its entirety, complete the provided forms, and return them to the Community Center. If you have any questions, please feel free to contact me, Ally Maye-Bloom, at 248.370.9353, or by email at ambloom@auburnhills.org. I am happy to provide any clarification or support you may need this summer.

To ensure that your child is safe and having fun, Auburn Hills Summer Day Camp is licensed by the State of Michigan. This license ensures the safety and wellbeing of all children and staff while at camp.

Everyday, your child will engage with our experienced and wonderful camp counselors! Our camp counselors are dedicated, well trained, background checked, certified in CPR and First Aid, and ready to work hard. The counselors will lead the campers in activities like cooperative games, arts and crafts, nature exploration, and much more! Make sure to see the theme of the week, as each week of camp is always a little different.

We look forward to being a part of your child's fun and memorable summer!

Kindly,

Ally Maye-Bloom

A handwritten signature in black ink, appearing to read 'Ally Maye-Bloom', with a large, stylized initial 'A'.

Camp Director

Program Coordinator for Nature and Camp Programs

Camp Location

Camp will take place at both the Auburn Hills Community Center, located at 1827 Squirrel Rd, and outside at Civic Center Park.

The Community Center serves as a home base for the program. With a full court gym, studio, craft room, game room and meeting rooms, campers can count on a safe place to play and be active no matter the weather.

Civic Center Park provides us with a multitude of outdoor spaces to explore all summer long, including walking trails, open lawn areas for various activities, and a multi sports field.

Registration

You can register your child for camp online or in person at the Auburn Hills Community Center. The registration deadline for each week of camp is 12:00pm on the Friday before camp begins. [For example, if you wish to register for the week of Animal Planet \(7/14-7/18\), you must register by 12:00pm on Friday, 7/11.](#)

Refund Policy

We will not be offering refunds for camp this year. Your camp fee is non-refundable once you have registered for a week of camp.

Drop Off and Pick Up Procedures

For the safety of your child, there are strict guidelines that we follow for both drop off and pick up. Every child must be checked in at the beginning and checked out at the end of their program session.

PLEASE NOTE THE CHANGES TO CAMP PICK UP AND DROP OFF!

Drop off:

- Drop off will be at the Seyburn Pavilion, east of the community center. A large blue banner will be in place at the drop off location.
- When dropping off, you will remain in your car and pull up to the orange cones in front of the Seyburn Pavilion. The Day Camp staff will be ready to greet you and check in your child for the day.
- **IN CASE OF EXTREME WEATHER:** Should there be extreme weather that morning of camp, we will be having drop off at the Community Center Building. Please ensure the large blue flag is in front of the Community Center entrance before dropping off your child, as that will indicate the drop off/pick up location.

Pick up:

- **4:30pm - 5:00pm: Pavilion**
 - Pull up to the circle and no need to out of your car.
- **5:00pm – 6:00pm: Community Center**
 - Park your car and come into the community center.
- For pick-up, please have your ID ready to show the staff member greeting you. We will have your child ready to go and be able to touch base regarding their day. The staff member will then check your child out for the day.
- **Please note: Only individuals specified on the pick-up section of the emergency card will be allowed to pick up your child.** If someone attempts to pick up a camper without proper permission, the authorities will be called. If you need to make any changes or updates to the pick-up list, please contact the Camp Director.
- **If your child needs to be picked up before 4:30pm, please let a staff member know at drop off.**
 - Please go to the front desk of the Community Center and let the clerks know you are here to pick up your child. They will alert camp staff and we will bring your child to the front desk to be signed out for the day.
- **IN CASE OF EXTREME WEATHER:** Should there be extreme weather that morning of camp, we will be having pick up at the Community Center Building. Please ensure the large blue flag is in front of the Community Center entrance before dropping off your child, as that will indicate the drop off/pick up location.
- **Late policy:** *If a child is picked up later than 6pm, a late fee may be applied.*
 - Late fee is \$5.00 for every 10 minutes past pick-up time. All late fees must be paid in full before your child can attend the next camp session.

Appropriate Dress

Please dress your child sensibly for camp activities so that he/she can enjoy the day (clothing may become soiled with paint, glue, dirt, etc.). One camp T-shirt is provided for each child, but is not required to be worn every day. For their safety, all campers must wear closed toe tennis shoes every day.

Wednesdays will be our water day. Please have your kids dressed in their bathing suits under their clothes, with their clothes overtop. Items such as underwear or a change of clothes are recommended so your kids can change once we are done with the water activities. The campers may bring sandals (no flip flops) or water shoes for the water activities only. We suggest sending a bathing suit and towel each day since the opportunity to play water games exists when temperatures are high. (Please label all clothing items with your child's name.)

Food Service

Parents are responsible for sending lunch and two snacks with their child. Lunches and snacks should be nut free and nonperishable, as we do not have a refrigerator available for camp. Special snacks will be provided a few times a week (depending on what theme and/or activity we are working on). Please let us know ahead of time of any allergies or dietary needs of your child for these special times.

**Please note any food allergies on your child's health history form. Water will be accessible throughout the day for campers to refill their water bottle.*

***If providing lunch & snack is difficult for any family, please contact Camp Director. Lunch assistance may be available.*

In your child's backpack please include

- a water bottle (with their name on it)
- 2 snacks and a non-perishable lunch
- sunglasses and/or a hat
- sunscreen and bug spray
- extra, clean set of clothes (for our younger campers)
- NOTE: please label your child's backpack with their name

Phones/Electronics

Campers are not permitted to have cellphones, tablets, iPods, or any other electronic devices at camp. If for any reason you need to contact your child, you can call the Community Center at 248.370.9353. Prohibited items will be collected and kept locked in the Camp Director's office and returned to the parent at the end of the day.

Weapons/Controlled Substances

Weapons and controlled substances are not allowed at camp under any circumstances. Prohibited items will be held in the Administrations office, parents will be contacted, and the police will be notified. Possession or use of prohibited items can lead to your child's immediate dismissal for the rest of the summer. Please see the Behavior and Discipline Policy for more information.

Medications

Before medication is brought to camp, the Medication Administration Permission Form must be filled out. Medications must be turned into the Camp Director or Camp Coordinator at check-in and will be returned daily at check-out. Emergency rescue medication must be carried by camp staff. Medications must be in the original prescription bottle with the child's name on the label, and by state law, must be dispensed according to the directions on the label. No expired medications are allowed. Campers are not permitted to carry their own medication.

Injuries

The safety of every camper is our number one priority. However, minor bumps and bruises will happen, and these will be treated by staff on site. Parents will be notified when campers are picked up at the end of the day of any minor injury. In the unlikely event of a serious injury, 911 will be called and the parents will be contacted immediately. **In the unlikely event that a child is sick or injured and requires transport to a local Emergency Department, a copy of their emergency card and health history will be given to EMS personnel.**

Accommodations

We are an inclusive and diverse camp that strives to ensure fun for all of our campers. If your child has any accommodations or special needs that our staff should be aware of, please let us know. We strive to include everyone in all we do at camp.

Emergency/severe weather

In case of severe weather conditions, campers will be moved indoors. In a weather emergency, campers will take shelter in the Community Center.

Camper Behavior Plan

We want campers to have fun and enjoy their summer! For everyone to have a safe summer, we will be following the Three Rules of Respect (Respect Yourself, Respect Each other and Respect Nature). However, should any of the behaviors that are not tolerated occur while at camp, the following Behavior Plan will take place.

Behavior that is NOT tolerated

- Use of physical violence (fighting, punching, kicking, biting, etc.)
- Verbal aggression of any kind (profanity, bullying, threatening, etc.)
- Bringing weapons/drugs to camp (alcohol, pocket knives, recreational drugs, etc.)
 - This behavior is escalated to an immediate Call Home or Cause for Dismissal.

Should a child perform any of the above behavior, the following steps will be followed.

- **Verbal Correction:** The first time a child is demonstrating behavior not tolerated at camp, a counselor will address the behavior and the camper; helping the camper understand the rules and provide alternatives. Parents will be made aware of the incident at the end of the day.
- **Warning:** If a child engages in the same inappropriate behavior a second time, the camper will be given a cool down period. The parents will be made aware of the incident at the end of the day.

- **Call Home:** If the child engages in the same inappropriate behavior a third time the camper will be brought to the Camp Director's office and the parents will be called. The camper will sign a Behavioral Management Plan and will be notified that if they engage in the behavior again, they will be removed from camp.
- **Cause for Dismissal:** If the child engages in the same inappropriate behavior a fourth time, the camper will be brought to the Camp Directors office. The Camp Director will call the parent to come and pick up your child from camp. This is the worst-case scenario as we want to have your child stay with us for camp the whole week.

**ALL CAMPERS ARE REQUIRED TO HAVE A SIGNED AND COMPLETED PAPERWORK
PRIOR TO THE FIRST DAY OF CAMP.**

Please fill out and return the following documents to the Community Center by the **Thursday before** your child's first day at camp. These are all found at the back of the packet.

- ☐ Parent/ Guardian Authorization Form
- ☐ Day Camp Emergency Card
- ☐ Camper Release Form
- ☐ Health History Form
- ☐ Medication Release Form (if needed)



PARENT/GUARDIAN AUTHORIZATION FORM

AUTHORIZATIONS:

My child has permission to engage in all prescribed camp activities, except as noted by me or an examining physician.

In case of injury, parents or the emergency contact person will be called immediately for their decision on medical treatment.

If parents or the emergency contact person is not available, we will use our best judgement as to what course of action to pursue and will continue to attempt contact. The camp or our organization will not be responsible for any costs incurred as a result of illness or injury. Parents should notify camp if this camper is exposed to any communicable disease during the three weeks prior to camp attendance.

I understand my child will be sent home if their behavior jeopardizes the other participants, the integrity of the program, or is not viewed as appropriate in anyway by the group leadership.

If my child must return home due to illness or behavior, I will arrange transportation for my child within a realistic time specified by the group leader.

I also give my permission for my child to be photographed or videotaped and allow the release of said pictures for publicity purposes.

By signing this form, I hereby recognize that I have received, read, and agree to the guidelines in the Parent Handbook for the Auburn Hills Summer Day Camp, and have signed the waiver provided when signing up for the program.

Child's Printed Name _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____



Day Camp Emergency Card

Camper's Name: _____ **Age:** _____ **Birth Date** ____/____/____ **Sex:** _____

Address: _____ **City:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____

Email: _____ **School:** _____

Grade for the upcoming school year 2025 - 2026: _____

Parent/Guardian Name: _____ **Parent/Guardian Name:** _____

Home Phone: _____ **Home Phone:** _____

Work Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Cell Phone:** _____

Email: _____ **Email:** _____

Camper Release Form

CHILD NAME _____

Your child's safety is our top priority at camp. Please fill in the spaces below with anyone that can pick your child up from camp **including names of parents or guardians**. We will not release your child to anyone, unless they are listed below. Please be prepared with a picture ID.

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Please list any persons **WHO CANNOT PICK UP YOUR CHILD:**

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____



Health History Form

CHILD NAME _____

Please list any/all Medications (prescription & nonprescription) your child is currently taking:

WILL THEY BE TAKEN AT CAMP? YES OR NO

***If YES, you MUST fill out a medication release form.**

Does your child have any allergies? (food, drug, environmental) _____

Does your child require a special diet? _____

Is your child up to date on VACCINATIONS? YES/NO:

If no, please explain _____

Are there any behavioral considerations you would like us to know about your child? (sensory sensitivity, additional assistance required, physical limitations etc.)

Are there any accommodations your child may need while at camp? (wheelchair access, frequent breaks, assistive technology, etc.)

Parent Signature: _____ Date: _____

Physicians Information

Physician's Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

I **(you)**, _____, hereby give permission to City of Auburn Hills staff to secure emergency medical and surgical treatment and routing, non-surgical medical care at the most available medical facility for **(Your Child's Name Here)** _____, a minor child, while under the supervision of City of Auburn Hills Staff/Volunteers.

Signature of Parent/Guardian: _____ Date: _____



MEDICATION PERMISSION AND INSTRUCTIONS

The following must be completed by the parent/guardian for **EACH** medication.

TO BE COMPLETED BY PARENT

I give my permission for Auburn Hills Summer Day Camp to give or apply the medication
_____ to my child _____, as follows.

DIRECTIONS:

1. Date to Begin Giving Medication	2. Date to Stop Medication
3. Times Medication is to be Given	4. Amount (dosage) of Medication
5. Storage of Medication	
6. Any Other Directions	
Signature of Parent	Date

TO BE COMPLETED BY THE STAFF GIVING THE MEDICATION:

DATE	TIME	AMOUNT GIVEN	STAFF NAME